

**United States Consulate General
1075 West Pender Street
Vancouver, Canada**

ALL APPLICANTS for any type of visa **must first make an appointment** (except for eligible applicants opting to use Mail-In Program as described on the reverse side of this form). **Most visas are processed the same day by 3:00 p.m.** However, **PLEASE NOTE!!** Your appointment may need to be cancelled, or your application may be refused or be delayed by unforeseen processing requirements. **DO NOT** make irrevocable travel plans prior to obtaining your visa!!

STEP 1 – THE APPOINTMENT

You may make an appointment using one of the following methods:

www.nvars.com (flat rate \$10.00 CDN)
Calling from Canada 1-900-451-2778 (\$2.00 CDN /minute)
Calling from U.S.A 1-900-443-3131 (\$1.65 USD / minute)
Credit Card 1-888-840-0032 (\$1.50 CDN/min)

The 900 numbers listed may be blocked from hotels, offices, and pay phones.
The credit card line is more widely accessible.

Note: Consular offices are closed on Canadian and U.S. holidays. If a U.S. holiday falls on a weekend, the Consulate will be closed the following Monday. If a Canadian holiday falls on a Saturday, the Consulate will be closed the preceding Friday. If it falls on a Sunday, the Consulate will be closed the following Monday.

STEP 2 – THE APPLICATION FORM

Complete both sides of the attached DS-156 application form for each applicant in blue or black ink.

Print all answers clearly.

Do not leave any questions blank, as incomplete forms will not be processed. Print N/A if the item is not applicable.

If several family members travel on a single passport, complete a separate application for each traveler, including infants.

Glue to the front of the application form a passport type photo, full face, measuring 2 x 2 inches, with a light or white background, and taken within the past 6 months for each applicant.

Sign and date the application form.

All males ages 16-45 must also **fully complete form DS-157**.

Additionally, all applicants 16 or older (male and female) who are nationals, natives or permanent residents of Cuba, Iran, Iraq, Libya, North Korea, Sudan or Syria must complete **form DS-157**.

Note: You are personally responsible for your answers. Providing false information on a visa application is grounds for permanent exclusion from the United States.

STEP 3 – REQUIRED DOCUMENTATION

A valid passport (or official travel document for stateless persons or refugees). The passport should be valid for at least 6 months past your intended stay in the United States. Applicant's name in the passport must be in Latin Letters (English). Damaged, invalid or altered passports will not be accepted.

Proof of current status in CANADA: landed immigrant documentation (original IMM-1000 or "Maple Leaf" permanent resident card) or original Canadian student, employment, visitor or Minister's Permit authorization.

If you are renewing a visa that has not yet expired, you **MUST** provide the passport containing the prior visa, if available. It is strongly recommended that you also bring any other current or expired passports issued to you, particularly those containing previously issued U.S. visas.

Most applicants must be able to show strong commitments to a home outside the U.S. Therefore, you should submit evidence of economic and social ties to your home country, such as bank

letters or statements, property title or rental agreements, proof of car ownership, etc. If you are currently employed, provide a signed and dated letter from your employer stating your position, job title, salary and the date you started working. If you are currently a student, provide a signed and dated letter from your school indicating dates of enrollment and course of study. Depending on the purpose of your trip, you should also submit the following:

- For business: a signed and dated letter from your employer confirming sponsorship of your trip, a detailed itinerary, including client contact information, and a detailed description of your intended activities while in the U.S.
- For study in the U.S. ("F" and "M" visas): a completed Form I-20 and proof of funds to cover tuition and expenses. All "F" and "M" applicants, including dependents, **must also complete a form DS-158**.
- For exchange visitors ("J" visas): a completed Form DS-2019. All "J" applicants, including dependents, **must also complete a form DS-158**.

Note: All "F," "M" and "J" applicants must ensure that their sponsoring institution has first electronically confirmed their participation through the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS).

- For applicants for "H", "L", "O", "P" and "Q" visas: original form I-797 approval notice (I-797(C) forms NOT acceptable). A copy of the complete I-129 petition package used to obtain this approval is highly recommended.

STEP 4 – FEES

A \$100.00 non-refundable **application fee** is required for every applicant. The fee is payable only in U.S. funds and in **EXACT CHANGE, CASH ONLY** (no coins).

There may be a separate **reciprocity fee** charged for your approved visa, depending on your nationality, place of residence and type of visa being issued. For further details please inquire with the telephone numbers provided, or visit:
www.travel.state.gov/reciprocity/index.htm.

STEP 5 – PERSONAL APPEARANCE

All applicants **must appear in person for their visa appointment**. This requirement may only be waived for applicants with appointments who are **landed immigrants in Canada aged 16 or younger or 60 and over**, although these applicants **must be physically present** in British Columbia or the Yukon at the time of the appointment.

It is the responsibility of the applicant to provide a translator if lacking adequate English language skills.

APPLICATIONS THAT FAIL TO MEET THE ABOVE REQUIREMENTS WILL NOT BE ACCEPTED. IN ALL CASES, THE CONSUL MAY REQUEST ADDITIONAL INFORMATION OR DOCUMENTATION BEFORE MAKING A FINAL DECISION ON YOUR APPLICATION.

A VISA DOES NOT GUARANTEE ENTRY INTO THE UNITED STATES!!

The U.S. Bureau of Customs and Border Protection (BCBP) in the Department of Homeland Security (DHS) has authority to deny admission at a U.S. port of entry. Also, the period for which the bearer of a visa is authorized to remain in the United States is determined by the BCBP, not the consular officer. At the port of entry, a BCBP official must authorize the traveler's admission to the U.S. At that time, the BCBP Form I-94, Record of Arrival-Departure, which notes the length of stay permitted, is validated. Those visitors who wish to stay beyond the date indicated on their Form I-94 must contact the U.S. Bureau of Citizenship and Immigration Services (BCIS) to request an application to extend status. The decision to grant or deny a request for extension of stay is made solely by the BCIS.

DO YOU NEED A VISA?

If you are not a U.S. citizen or legal permanent resident, you must first obtain a U.S. visa before entering the United States for any purpose, with the following exceptions:

1) **If you are a CANADIAN CITIZEN**, you do **not** need a visa to enter the United States for any purpose other than in diplomatic status ("A" and "G" visas), as a treaty trader or investor ("E" visas), as a fiancé(e) or spouse of an American citizen intending to apply for permanent residency in the United States ("K" visas), or for permanent residency (immigrant visas). Except for the categories described above, all Canadian citizens must apply for permission to enter the United States directly at the port of entry to a U.S. Customs and Border Protection officer. Please note that certain entry categories (e.g. H1B temporary employment) require advance authorization from the Citizenship and Immigration Service.

2) If you are directly transiting the U.S. to a third country, you may be eligible to **TRANSIT WITHOUT VISA (TWOV)** if:

The airline has an agreement with the Bureau of Customs and Border Protection to carry passengers in transit (check with the airline – the Consulate does not have a list of carriers).

You have no more than two transfers of aircraft in the U.S.

You are in possession of an onward ticket and have the ability to enter a country other than the U.S.

You are scheduled to depart the U.S. on the same or connecting flight within 8 hours of arrival, or on the next available flight.

You will arrive at one of the TWOV designated ports of entry.

Citizens of the following countries are **NOT ELIGIBLE** to TWOV (regardless of legal residence): AFGHANISTAN, ANGOLA, BANGLADESH, BELARUS, BOSNIA & HERZEGOVINA, BURMA, BURUNDI, CENTRAL AFRICAN REPUBLIC, CHINA (PRC), COLOMBIA, CONGO (BRAZZAVILLE), CUBA, INDIA, IRAN, IRAQ, LIBYA, NIGERIA, NORTH KOREA, PAKISTAN, SERBIA, SIERRA LEONE, SOMALIA, SRI LANKA, AND SUDAN.

Certain criminal records and other statutory grounds for exclusion under U.S. immigration law may also render an applicant ineligible to TWOV.

Note: Transit Without Visa from Canada through the U.S. to a third country presents unique difficulties. The airlines often do not want to TWOV a passenger because in Canada a traveler goes through U.S. Customs and Border Protection inspection at the Canadian airport before entering the U.S. This means when the traveler arrives in the U.S. he or she arrives at a domestic terminal and not in a secure international area. TWOV passengers arriving from Canada must therefore be met and escorted through the airport and into a secure transit lounge. Airlines don't usually want to do this as they have limited personnel, flights may arrive early or late and they are liable if the passenger strays. If the airlines wish to TWOV these passengers, they will charge an extra fee and no visas will be required in that case - but they may refuse, in which case the passenger requires at least a transit visa.

3) The **VISA WAIVER PROGRAM (VWP)** enables citizens of participating countries to travel to the U.S. for tourism or business for 90 days or less without obtaining a U.S. visa.

The following countries currently participate in the Visa Waiver Program: ANDORRA, AUSTRALIA, AUSTRIA, BELGIUM, BRUNEI, DENMARK, FINLAND, FRANCE, GERMANY, ICELAND, IRELAND, ITALY, JAPAN, LIECHTENSTEIN, LUXEMBOURG, MONACO, NETHERLANDS, NEW ZEALAND, NORWAY, PORTUGAL, SAN MARINO, SINGAPORE, SLOVENIA, SPAIN, SWEDEN, SWITZERLAND, AND THE UNITED KINGDOM.

To enter the U.S. on the Visa Waiver Program, travelers from participating countries must:

Have a valid passport issued by the participating country and be a citizen (not merely a resident) of that country. *As of October 1, 2003, the passport presented at the U.S. port of entry must be a machine-readable passport. For Belgian citizens this regulation takes effect May 15, 2003.*

Be seeking entry for 90 days or less as a temporary visitor.

If entering by air or sea, have a round-trip transportation ticket issued on a carrier that has signed an agreement with the U.S. Government to participate in the VWP, and arrive in the United States aboard such a carrier.

Note: Entry at a land border crossing point from Canada or Mexico is permitted under the VWP. Travelers who apply for entry at a land border crossing point are not required to present round-trip transportation tickets or arrive at the border entry point aboard a carrier who has signed an agreement with the U.S. to participate in the VWP. All other VWP requirements apply to such travelers.

Have proof of financial solvency and hold a completed and signed visa waiver arrival/departure form (I-94W), on which he/she has waived right to a hearing of exclusion or deportation. These forms are available from participating carriers, from travel agents, and at land border ports-of-entry. (Travelers should consult carriers to verify which ones are participating before making travel arrangements).

Note: Travelers previously denied visas, or entry into the United States under the VWP, are ineligible to enter the U.S. on the Visa Waiver Program. Certain criminal records and other statutory grounds for exclusion under U.S. immigration law may also render an applicant ineligible for the Visa Waiver Program.

VISAS BY MAIL

1) The option to apply for a visa by mail is **only** available to landed immigrants in Canada **16 years of age or younger** or **60 years of age or older** applying for visitor visas (B1/B2) who have been resident as landed immigrants in Canada for a minimum of 6 months. Please note that citizens, nationals, natives or permanent residents of Cuba, Iran, Iraq, Libya, North Korea, Sudan and Syria are not eligible for the mail-in program regardless of age or landed status in Canada.

2) To use the mail-in program, please complete your application in accordance with instructions in steps 2 and 3 of this form.

3) Please provide a money order payable to the "U.S. Consulate General" for US\$100 per application.

4) Mail your completed application, your passport, money order and supporting documents, along with a pre-paid, self-addressed envelope to:

Visa Unit, U.S. Consulate General
1095 West Pender Street
Vancouver, BC V6E 2M6

5) Please allow up to one month for processing of your application by mail. Your passport will be returned to you in the stamped, self-addressed envelope you provide. It is recommended to use registered mail service. If you fail to provide a stamped, self-addressed envelope, your visa application will be subject to considerable delay. It is your responsibility to send your application to the Consulate General far enough in advance of your intended trip for processing and mailing.

6) The Consulate General assumes no responsibility for passports or documents sent by mail.

Note: All applicants, regardless of age, must be present in the consular district (British Columbia and the Yukon) at the time of the application.

QUESTIONS?

If you have any questions pertaining to any of this information please phone 1-900-451-2778 from Canada or 1-900-443-3131 from the United States (per minute toll charges will apply). You may also visit the following websites for additional information:

<http://www.travel.state.gov/>
<http://www.amcits.com/>
<http://www.usembassycanada.gov/>